



What Can You Do?

Steps to Start a Recycling Program at Work!



Look at your garbage. Most will be paper, some will be cardboard. Start a program focusing on or more of these materials.



Find out who is responsible for your garbage collection. Is it your company or office? Do you have a landlord?



If your building is small, consider sharing a recycling bin with neighboring businesses. This saves space and increases overall recycling – if your garbage is primarily full of paper and cardboard, you could replace it with a recycling bin and share a garbage bin.



Concerned about confidentiality? There are some recyclers that guarantee confidentiality by shredding your paper, either on or off site.



Choose a recycling contractor. Often your garbage contractor can also be your recycler. Refer to the DIRECTORY OF RECYCLING SERVICE PROVIDERS and call to compare costs and services. If this is not an option, there are also Recycling Dropoff Centers located throughout the county.



Talk to your recycling service provider about the number and types of recycling bins you will need. You may need to purchase or rent additional bins so all employees have access to them. Placement is critical, so locate bins close to where paper is generated (copiers, printers, fax machines).



Ask your recycling service provider for signs and labels. Clearly mark all recycling bins with the types of materials that can and cannot be recycled. Ideas for signs are available by contacting the Office of Solid Waste Management.



Education is one of the keys to success! Regardless of whether you use a recycling depot or hire a contractor, employees need to know what can and cannot be recycled. Use staff meetings, newsletters, bulletin boards or e-mail to inform employees. Use posters and stickers as reminders.